

THE MERTON MUSIC FOUNDATION TRUST FUND
(Registered Charity No. 1004122)

APPLICATION FOR FINANCIAL ASSISTANCE
for Fees for Instrumental Tuition

Name of Pupil: Date of Birth:/...../.....

Address:

.....

Instrument: School:

Name of Parent or Guardian:

Address (if different from above):

.....

Email:..... Tel/Mob Nos:

- 1. Has your child received financial assistance from the Trust Fund before? (Yes / No)
2. Trust Fund is only applicable if you are in receipt of one of the benefits shown below (Please tick one)

Free School Meals [] (From September 2014 excluding pupils in receipt of Universal FSMs and you must have successfully applied for 'Free School Meals' from Merton Council)

Working Tax Credit [] (not Child Benefit or Child Tax Credit or Childcare Element)

Please attach a FULL photocopy of your current Working Tax Credit letter to this application with your payment (proof of entitlement must be within the current financial year (please see over). Bank statements are not acceptable). For FSMs simply tick box and MMF will verify your entitlement from Merton Council.

If this is your first application, please send HALF of the tuition fee, and the Trust Fund Hire administrative charge if hiring an instrument (currently £15.00).

If you have received assistance before, please send the full amount as shown on your invoice.

I have read and understand the Terms and Conditions overleaf.

I agree to notify Merton Music Foundation of any change in the circumstances affecting my entitlement to Trust Fund support as soon as this arises.

Signature..... (Parent/Guardian) Date.....

PLEASE RETURN THIS FORM WITH PAYMENT (AS NECESSARY)

TERMS AND CONDITIONS

for Trust Fund support

1. Trust Fund support is available to pupils of Merton Music Foundation and members of Merton Youth Music whose parents are in receipt of '**Free School Meals**' (excluding children in receipt of Universal Free School Meals and you must have successfully applied for 'Free School Meals' from Merton Council) or **Working Tax Credit** (*not* Child Benefit or Child Tax Credit or Childcare Element).
2. For Working Tax Credit a photocopy of your **full** current financial year's Tax Credits letter must accompany each termly application. *Please note that copies of bank statements are not acceptable.* For Free School Meals simply tick box and MMF will verify your entitlement from Merton Council.
3. Trust Fund support is only available for music tuition in schools and membership of Music Centre activities. **It is not available for music tuition at our Music Centre.**
4. Trust Fund support is available **on a termly review basis**, is not automatic and is given solely at the discretion of the Trustees. Application forms and proof of entitlement to benefit must be submitted together **each term**. If paying fees online your documentation must reach us within 10days of making payment. Late or non-payment or lack of adequate proof may disqualify you from Trust Fund support. **There may be an administrative charge for any correspondence sent reminding parents to re-apply or submit appropriate supporting documentation.**
5. A separate application must be made for **each** child and at the beginning of **each** term. Each application form must be completed, signed and submitted together with the appropriate supporting documentation in order for the application process to be valid.
6. It is a condition of Trust Fund support that fees are paid by the deadline shown on the termly invoice. Lessons missed as a result of late or non-payment or lack of adequate application will *not* be backdated. Any difficulties with payment should be discussed in confidence with the MMF Admin office.
7. Any outstanding balances must be paid in order for an application to be considered – unless an approved instalment plan is in place.
8. Pupils receiving Trust Fund support will be monitored for effort and attendance. Pupils who do not attend instrumental lessons and/or Music Centre groups and ensembles regularly, and practice at home in between lessons, may have their financial support withdrawn.
9. Trust Fund support is available for **one instrument only per child** for lessons with a **maximum duration time of up to thirty minutes.**
10. Failure to comply with these terms and conditions will result in the withdrawal of Trust Fund support. The **full fees and hire** will also become payable.